

MUNICIPAL SCHEDULE

STANDARD Public Housing and Redevelopment Commission Records

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Annual Budgets and Budget Reports

a) Preserve one copy of the budget in office permanently.

Records documenting the budget process for the completed fiscal year.

b) Destroy additional copies, budget estimates, and related material in office when reference value ends.

Audit Reports

a) Retain in office permanently 1 copy of each audit.

Official annual reconciliation of accounts of agency's financial activities within the year.

b) Destroy in office other copies when reference value ends.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Contracts and Agreements

Destroy in office 3 years after expiration or termination.

Contracts and agreements, with supporting documents entered into by commission.

Financial Records and Reports

Destroy in office after 3 years.*

Records concerning financial reports documenting monies spent by the Redevelopment Commission.

Insurance Policies

Destroy in office 3 years after termination or expiration.*

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Land Acquisition Records

Retain in office permanently.

Records concerning land acquired by municipality.

Land Marketing and Redevelopment Records

Destroy in office 3 years after completion of project.

Projects involving redevelopment and marketing of land.

Minutes - Redevelopment Commission

Retain in office permanently.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Photographs

Records concerning photographs maintained for use by Redevelopment Commission.

a) Transfer items with obvious historical value to HISTORIES FILE when administrative value ends.

b) Destroy in office remaining items when administrative value ends.

Project Records

Records concerning projects controlled by commission.

Destroy in office 3 years after completion of project.

Property Management Records

Records concerning the management of property owned by the municipality.

Destroy in office 3 years after completion of project.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Rehabilitation Loan Records

Destroy in office 3 years after payoff of loan.

File may include promissory note, deed of trust, insurance policies, final title opinion of legal counsel, and request for notice.

Relocation Records

Destroy in office 3 years after completion of project.

Claims and records of payments.

Social Development Records

Destroy in office 3 years after completion of project.

Records concerning social development projects controlled by Redevelopment Commission.